**Endowed Mission Fund**

**Application Information**



***An Opportunity for Faculty & Staff Development***

***in the Jesuit Catholic Mission***

***of Seattle University***

## **Guidelines & Application**

**for Academic Year 2024-25**

### **Division of Mission Integration**

**Endowed Mission Fund for Faculty & Staff Development in the Jesuit Catholic Mission**

Thank you for your interest in the Endowed Mission Fund! Established in 2001, this endowed fund seeks to support faculty and staff committed to personal and professional development for leadership in mission. The EMF funds programs, projects, scholarship and training related to the Jesuit Catholic mission of Seattle University. You are encouraged to send questions and inquiries regarding this application, EMF requirements, or the funding process to Eddie Salazar.

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| **Eligibility** * Applicants and including all members of group proposals, must be benefit-eligible employees of Seattle University during the award year.
* Applications must have approval of the area dean, vice president, or director prior to submission.
* Ongoing operational expenses and departmental budgetary offsets are ineligible for funding.
 | **Important Dates for 2024-25:*** Application available: January 8, 2024
* **Application deadline: March 8, 2024, Friday**
* Awards announced (*approx.)*: 04/19/2024
* Grant funding available between 07/1/2024 – 06/30/2025
* Project reports (described below) due within 2 months of completion of the project or no later than 07/15/2025
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**Submission Directions A completed 2024-25 Endowed Mission Fund Application Form will include:**

1. Project Narrative (page 2) that addresses questions below.
2. Project Overview and General Information form (page 3)
3. Budget Outline and Departmental Permission (page 4), including the approval **via email** from the dean, director, or vice president of the primary applicant’s area (approval details below).
4. A Statement of Education and Experience for the applicant(s), that demonstrates their capacity to lead the project (one page in length, CV or resume inclusion is optional).

**Funding Limits**

* Awards generally will be under $2,500 and in most cases not to exceed $5,000.
* Award funds may be used only for those purposes specified by the awards committee. Any significant changes in the proposal (i.e., budget, schedule, program, personnel, etc.) must be submitted as an amendment and approved in advance by the Executive Director of the Center for Jesuit Education.
* Funding individuals to attend academic conferences will not be a high priority.
* Funding for domestic or international travel is generally limited to $700/$1200 respectively.
* Funding for stipends will be deducted by required taxes and benefits.
* If an applicant fails to implement the program for which they were funded, he/she must repay any funds received for the project and may be ineligible for future funding. An applicant may decline funds without prejudice if the final funding recommendation makes implementation of the proposal impractical.

**Criteria:**

* Applications must be submitted as directed, via the form provided, by the due date, and must contain all requested documents.
* Funding is only for expenses incurred during the award year **(July 1 to June 30)** in the upcoming fiscal year**.**
* While projects that include students are welcomed, funding is limited only to the faculty/staff component of the project. If students are involved in your project, please clarify how the funding requested will support only the faculty and staff involved.
* Applications will be evaluated on the clarity of your narrative (see below).

**Project Narrative**

*Max 5-6 pages; brevity is valued.*

*Please add a header with the proposal title and main contact name to each page of your document.*

1. **What is your project and what are its goals?**
2. **How does this proposal further SU’s Mission Priorities, as articulated in the** [**MPE report**](https://www.seattleu.edu/media/mission-priority-examen/files/Draft-MPE-Final-Report-for-Visiting-Team-Fall-2023.pdf)**:**
	1. Develop a deeper understanding of and commitment to SU’s Jesuit Catholic mission
	2. Promote diversity and inclusion as a Jesuit and Catholic value; develop initiatives that ground the institutional commitment to diversity and inclusion in Catholic intellectual traditions and Jesuit commitment to justice.
	3. Advance/strengthen SU’s commitment to care for our common home through sustainability and environmental justice, framed by [Laudato Si’](https://www.seattleu.edu/ictc/laudato-si-action-platform/laudato-si-priorities-and-goals/) or Jesuit and Catholic Social Thought and Teaching.

*If you need assistance or resources for how to articulate the connection between your idea and Jesuit Catholic values, mission and pedagogy, the Center for Jesuit Education can provide resources.*

1. **With whom are you collaborating on your project?**
*The committee encourages collaborative projects, either in the mode of delivery—several people working on the same project, or in content—engaging several people who will be recipients of benefit of the proposed project.*
2. **Who will lead or facilitate the project?**
*If you seek funding for a facilitator or trainer or conference, please describe this person’s or organization’s credentials, and include a draft contract, a brochure or link to their website.*
3. **What are the intended lasting, measurable and sustainable impacts of the project?**
4. **How will it be shared with the university community?**
5. **What other sources of funding have you sought to support this project?**
List all potential sources from which you are seeking funding, such as Global Grants, department/college/division level funding, professional development funding, etc.
*Evidence of broad support will increase likelihood of funding.*
6. **What are the outputs? What is your projected attendance for each program/session and how many sessions will be offered?**

**Examples of Previously Funded Proposals**

* Training in Racial Justice for Law school faculty ($2,000)
* Catholic Social Teaching workshops in Albers ($2,600)
* A campus lecture series on Jesuits and Science ($2,000)
* Faculty and Staff of Color Retreat ($4,000)
* Ignatian Pedagogy Series in the Center for Faculty Development ($3,870)

**Endowed Mission Fund Project Overview and General Information Form**

Name of Project (Limit of 45 characters)

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Please add to top of each page of proposal

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Name(s)(First name listed will be main contact for application) | Cell number |  | Department |
|  |  | Faculty [ ] Staff [ ]  |  |
|  |  | Faculty [ ] Staff [ ]  |  |
|  |  | Faculty [ ] Staff [ ]  |  |

Additional names may be added with contact information on a separate sheet.

Amount of Request: $\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Proposed Activity: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**Brief Overview of Project (in 2-3 sentences).** What specifically will you be doing? Please be concise.

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**Award Obligations and Agreement**

Recipients are requested to find creative avenues in which to share their funded project or program with the university community and may be asked to make presentations at the divisional level, or other university events. Additionally, the recipient may be invited to participate on the Endowed Mission Fund Committee in a future year.

A **Final EMF Grant Report** must be submitted to the Center for Jesuit Education within 2 months of the completion of the project or no later than July 15, 2025.

This **Final EMF Grant Report** should include the following:

* An Executive Summary (1 paragraph), which will be posted on the Center for Jesuit Education website.
* A description of the project
* Names and titles of contributors to the project
* The intended outcomes and what was achieved.
* A budget summary of realized expenditures.
* The impact for the Seattle University community and how this project enlivened and advanced our Jesuit Catholic mission.
* A photo, if possible, that captures the essence of the project.

If my proposal is funded, I agree to comply with Award Obligations above.

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**Endowed Mission Fund Budget Outline and Departmental Permission**

Name of Project (Limit of 45 characters)

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Departmental Budget Information

Budget Manager Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_ Budget Name (e.g., S&E - Biology) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Number (including object code): \_\_ \_\_ - \_\_ - \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_ \_\_

Proposed Budget (you may expand the table using this format on a separate piece of paper.)

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Expense |  | Notes/Details | Total Requested |
| Honoraria for Speaker/Trainer: SU Faculty/Staff Stipends:*(maximum $750/person;* ***decreased by tax & benefits assessment)****# of participants expected:\_\_\_\_\_\_\_\_\_**# of total sessions for workshop/program if applicable: \_\_\_\_\_\_\_\_* |  | *To whom will these funds be paid? Please provide the following: a draft contract; a web address or brochure for the speaker, facilitator, contracted organization or conference; an outline of the workshop to be provided.* |  |
| Conference Fees: (maximum of $850/applicant) |  | *Please outline these costs:* |  |
| Travel Expenses (US: $700; intl: $1200)(air, ground transportation, hotel) |  |  |  |
| Support costs e.g.: catering, printing, postage, etc. (maximum of $500) |  |  |  |
| Other: |  |  |  |
|  |  | Total Cost of Project |  |
|  |  | Funding from other sources(describe below) |  |
|  |  | Amount from participants |  |
|  |  | Total Requested from fund |  |

**Are there other sources of funds that will support this project?**

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| --- | --- |
| Funding Sources: | Funding Amount |

**Approval by Dean, Vice President, Director, or Direct Report**

*In advance of the deadline of March 8, please forward this completed application* **via email** *to your Dean, Vice President or Direct Supervisor for review and approval.*

*After review, he/she is to forward the application* ***via email******with subject line “EMF Application Approval”*** *to Eddie Salazar,* *salazare@seattleu.edu* *at which point your application will be complete.*

*You will receive confirmation that the application has been received.*

Name of Dean or Vice President who will approve application:

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***The completed application including approval must be received by March 8, 2024, Friday.***

For CJE use only:
Application approval: Date email received: